



# 2019

**PROGRAM GUIDE**  
*for Master's  
Studentship Awards*

## Master's Studentship Guidelines

### **Note for all applicants:**

An updated Canadian Common CV (i.e., no older than six months), will be required for submission for all applications (including co-applicants). And if you have a student(s) applying with your CCV attached to their application, be aware that both the student's and your CCV must have been updated within six months of your submission for their application to be accepted.

### **1. Purpose**

Research Manitoba Graduate Studentships support highly qualified Master's trainees in health, the social sciences and humanities, and the natural sciences and engineering, to prepare for careers as independent researchers in industry or within Manitoba's research enterprise. All awards consist of an annual stipend for up to a maximum of one year.

### **2. Eligibility**

To be eligible all studentship applicants must:

- i. Not simultaneously hold a university faculty appointment or equivalent or any major award for salary purposes;
- ii. Currently be in or will be starting a full-time Master's program in September of the competition year
- iii. Apply with a supervisor who is a university faculty member;
- iv. Ensure that you apply to the category that will be able to adequately and accurately assess your application. Research Manitoba adheres to the Government of Canada's criteria on "Selecting the appropriate federal granting agency" guidelines and definitions for health, natural sciences and engineering, and social sciences and humanities applicants. Reference the webpage [here](#) for direction on which Research Manitoba category to apply to. It is the responsibility of the applicant to ensure their application goes to the correct review committee.
- v. By the effective date of the Award, be undertaking a full-time Master's program in the Province of Manitoba;

#### **Exception where training is not available in Manitoba**

In disciplines where graduate training is not available within the Province, Research Manitoba will consider funding for training programs elsewhere if documented evidence is provided indicating:

- The unavailability of provincial training opportunities, and;
- A need in Manitoba for individuals trained in the discipline.

- There is a firm commitment by the applicant to return to Manitoba after training.

Master's students will be eligible to receive Research Manitoba Master's Studentship funding for up to a maximum of one year in total at any point in their Master's degree.

### [Joint Health Research Graduate Studentship Competition](#)

Research Manitoba is holding a joint health research graduate studentship competition with the following partner institutions:

- CancerCare Manitoba Foundation
- Children's Hospital Research Institute of Manitoba (CHRIM) supported by the Children's Hospital Foundation of Manitoba
- Health Sciences Centre Foundation
- Manitoba Lung Association

Please note that the competition is open to all applicants, whether or not they are affiliated with an institution listed above.

#### **Partner Eligibility Requirements**

The following are eligibility requirements for funding from partner organizations:

##### **CancerCare Manitoba**

- The supervisor of the trainee has an appointment with CancerCare Manitoba or the Manitoba Institute of Cell Biology.

##### **Children's Hospital Research Institute of Manitoba (CHRIM)**

- The supervisor of the trainee is a member of CHRIM.
- The project is related to child health and the application specifically explains the relationship.

##### **Health Sciences Centre (HSC) Foundation**

- The supervisor of the trainee has an appointment within the area of Health Research, as defined by the Faculty of Graduate Studies, specifically including the Faculties of Dentistry, Medicine (including Clinical Health Psychology), Nursing and Pharmacy.
- The funding is for research or researchers at HSC. Priority will be given to proposals for research completed exclusively at HSC or John Buhler Research Centre (JBRC) 7 and/or 8 or the Kleysen Institute for Advanced Medicine. The applicant must clearly describe where each phase of the project will take place (subject recruitment, lab, data analysis, evaluation, etc.).

### 3. Funding

- Up to 8 Master's Studentship awards will be awarded in each category (health, social sciences and the humanities, natural sciences and engineering)
- Awarded on a competitive basis and are valued at \$12,000 annually
- Will begin on September 1st, 2019
- Awarded for a 1-year period
- The maximum period of support by Research Manitoba is one year for Master's studentships. See details in Eligibility section above.
- Holders of studentships are not permitted to hold any other award that exceeds 100% of the stipend of the studentship
- Though multiple students from the same lab may apply, only one student per supervisor will be funded.

Holders of studentships may be remunerated for a limited amount (usually not more than 12 hours per week) of instructing, demonstrating or other paid employment upon approval by their supervisor. **The supervisor must provide Research Manitoba with assurance that the supplementary activity will not hinder the student's full-time Master's program.**

### 4. Assessment Criteria

Applications are evaluated in a competitive, peer review process that considers the following criteria:

- i. Potential of the applicant. Key aspects that will be of particular note to the review committee includes:
  - The education history and trajectory of the applicant
  - The training and experience the applicant has had
  - Academic achievement (e.g., a strong GPA above 4.0)
  - The publication of peer-reviewed manuscripts
  - Strong letters of reference
  - The ability of the applicant to successfully complete the project
- ii. The quality of the proposed research project including the importance and originality of the research problem and the information sought, the adequacy of the research design, feasibility, and promise of the methods proposed;
- iii. The quality of the applicant's research environment including the suitability of the facility, strength of the supervisor's research program and potential for candidate to develop research skills and expertise.

### 5. Application Materials

- i. For support completing the online parts of your submission see the Master's Studentship User Guide.

- ii. Publication and funding updates are accepted up until the day before the review committee meets. Please email [Manager, Programs](#) with your publication update if your application and CCV have already been submitted.
- iii. Project Description: A detailed description of your proposed research project following these format requirements must be attached as a .pdf to your online application:

PAGE SETUP AND FORMAT FOR PROJECT DESCRIPTION ATTACHMENT

**Page Limit:**

3-page maximum (not including appendices)

**Margins:**

$\frac{3}{4}$ " (2 cm)

**Page:**

8.5" × 11" (21.5 X 28.0 cm) Font: 12 points

**Spacing:**

No condensed fonts or spacing

**Line spacing:**

Single-spaced

iv. **Assessor Letters**

Each candidate must arrange to have three individuals agree to provide supporting letters for their application.

**Content:** These letters should speak to the applicant's academic accomplishments and aptitude for research.

**Referees upload Letters of Assessment directly:**

The applicant will add each referee's name and that person's active email address where required in the applicant's GMS application. At the time of application submission, that referee will be automatically sent an email with an embedded link. The referee must go to the linked page and upload their signed, scanned to .pdf letter by the deadline listed below.

See the GMS and [Referee Instructions](#) for additional information.

## v. Transcripts

The following transcripts are required:

- the candidate's complete academic record to date, INCLUDING transcripts of all
  - undergraduate studies;
  - graduate studies, and;
  - any studies that are in progress (even where no grades have so far been given for the current coursework).

**Transcripts must be up-to-date and official.**

Transcripts are considered official:

- when sent directly from the academic institution to Research Manitoba, or
- if sent directly to the student, the transcript remains inside the sealed envelope provided by the institution.

**Transcripts printed by the student from their own online academic record are not considered Official and will not be accepted.**

Students with 'International' (outside Canada and the USA) degrees may submit certified true copies of their Official Transcript(s), provided by their department and certified as true copies by their Department Head or delegate. 'International' transcripts not in English must be accompanied by a certified English translation and a clear explanation of the grading system.

**\*NEW\*** Students with 'International' degrees must also provide a printout showing their current GPA as calculated by their institution in Manitoba. This printout should be provided to Research Manitoba in an envelope sealed by the institution, with an institutional signature over the seal of the envelope, by the transcript deadline of **Friday, February 15<sup>th</sup>, 4:00 PM CST.**

## vi. Grade Point Average (GPA)

Master's Studentship applications submitted through the Research Manitoba GMS require the identification of an applicant's Grade Point Average from the last 60 credit hours (the equivalent of the last full two years of study).

For Canadian and American transcripts, see: [Calculating Canadian / US GPA's](#) and the [Canadian GPA Equivalency Table](#).

For International transcripts (not Canadian and American), please use the conversion tables linked from on [the International GPA Calculations](#) page of the University of Manitoba Faculty of Graduate Studies website.

*If your institution is not found in the listing, please contact the University of Manitoba's Faculty of Graduate Studies for assistance.*

## 6. Deadlines

Application Deadline	Friday, February 1 <sup>st</sup> , 2019 (4:00PM CST)
Assesor Letters and Transcripts Deadline	Friday, February 15 <sup>th</sup> , 2019 (4:00PM CST)

## 7. Funding Decisions

Funding decisions will be announced by the end of June 2019. All funding decisions are final.

## [Masters Studentship Application Checklist](#)

- Go to the Master's Studentships Program page on the Research Manitoba website. Review this information and download and print all documents posted on this page.
- Determine which transcripts you will need to submit and order official transcripts from each institution. See the **Transcripts** section in the **Program Guidelines** section of your *Master's Studentship Program Guide*.
- Complete or update your Canadian Common CV (CCV) - **Research Manitoba version** and attach it to your GMS account (see *GMS Master's Studentship User Guide*).
- With the guidance of your Supervisor, complete the detailed description of your proposed research project, save it as a pdf., and have it ready to upload as an attachment to your GMS application. See the requirements in the **Project Description** part of the **Program Guidelines** section of your *Master's Studentship Program Guide*.
- With the help of your Supervisor, select three people to write letters of reference for you. Send them the Referee Instructions, available on the Research Manitoba website.
- Begin to complete your GMS application.
- Ensure your Supervisor does or has done the following:
  - Creates their own GMS account
  - Provides you with their GMS account email (you'll need to enter it in your GMS application)
  - Submit an updated CCV - Research Manitoba version, ensuring that it is attached to their GMS account, and
  - Knows that you will need them to consent to your application from their GMS portfolio before your application can be submitted.
  - Send them the *GMS User Guide for Supervisors and Department Heads*, available on the Master's Studentship Awards page of the Research Manitoba website for more information.
- Ensure your Department Head does or has done the following:
  - Creates a GMS account
  - Provides you with the GMS account email, and
  - Knows that they will be receiving an email confirming that your supervisor has approved your application and that you will need them to consent to your application from their GMS portfolio.



- Send them the *GMS User Guide for Supervisors and Department Heads*, available on the Research Manitoba website for more information.
- On the **Letters of Assessment** page in your GMS application, provide the names and email addresses of the three individuals who have agreed to provide letters.
- Complete your online application, including attaching any required documents.
- Advise your Supervisor that they can review your application and CCV and provide their consent.
- Review your application.
- Ensure that both your Supervisor and Department Head have consented to your application, then submit your completed application before **4:00 PM CST, Friday February 1, 2019**.
- Ensure that a Hard Copy of the required transcript(s) are received by Research Manitoba before **4:00 PM CST, Friday, February 15, 2019**.
- Confirm within your GMS Portfolio page that the **3** supporting letters have been uploaded directly by your Referees into the GMS before **4:00 PM CST, Friday, February 15, 2019**.

**Transcripts can be mailed, couriered, or dropped off (or have the institution send to):**

Research Manitoba  
A201 Chown Building  
753 McDermot Avenue  
Winnipeg, MB  
R3E 0T6

## 2019 - Research Manitoba Trainee Applications

### Frequently Asked Questions

Please note, all answers to these FAQs can be found in the:

- Program Guide (available from the Research Manitoba webpage for your program)
- [Master's Studentship GMS User Guide](#)
- Supervisor/Department Head GMS User Guide
- Application Form for your Award Program on the GMS

#### When will I know whether I am receiving an award or grant?

All trainee applicants will be notified as to the status of their application by the end of June 2019. All applicants, successful or otherwise, will receive an email from Research Manitoba stating that they may view a notification letter through their GMS account.

#### When and where will awardees be announced?

A list of awardees will be posted to our website after the Research Manitoba Board meets at the end of summer, 2019. All applicants, successful or otherwise, will receive a notification letter through their GMS account.

#### When can I see reviewer comments?

All trainees will be able to see comments from reviewers in their GMS account at the end of June 2019.

#### What will the reviewers be looking for in my application?

Click on the Appendix of your Program Guide to look at the assessment template used by our reviewers when they evaluate trainee applications. Also, see 4. Assessment Criteria in the **Program Guidelines** section of your *Program Guide*.

#### I already submitted Common CV to Research Manitoba, do I have to do it again?

Each applicant will need to update their CCV (Research Manitoba version) and re-submit it to attach the newest version to their GMS account. Your portfolio page will indicate the most recent date a CCV was submitted (attached) to your application. (Your CCV must not be older than six months)

#### How do I attach my CCV to my GMS account?

Instructions are provided in the Creating your CCV and attaching it to your GMS Account section of the *Trainee GMS User Guide*. Don't forget, the PIN/System Account that you will use for this purpose of Validating (connecting) your CCV to your GMS Account is the e-mail address you use to login to your GMS account (i.e. your GMS system account email).

### What is the deadline for assessment/reference letters?

**4:00 PM CST, Friday, February 15<sup>th</sup>, 2019.** All letters must be received by Research Manitoba before this deadline – **no exceptions will be made.**

Read the Referees, following up section of the GMS Master's Studentship User Guide (within your Program Guide, or on the GMS).

### What are official transcripts? Where should transcripts be sent? What is the deadline for transcripts?

Review the instructions for submitting your transcripts in the Application Materials section of the **Program Guidelines** within your *Program Guide*.

**Official Transcripts MUST be provided in hard copy.** Transcripts may be mailed or couriered (or have the institution send) to:

Research Manitoba  
A201 Chown Building  
753 McDermot Avenue  
Winnipeg, MB R3E 0T6

**All transcripts must be received by Research Manitoba by 4:00 PM CST, Friday, February 15<sup>th</sup>, 2019.**

### Are hard copies of the applications required?

No, please do not submit hard copies. All parts of your application are managed through the GMS system.

### Where is the University of Manitoba on the list of institutions?

When you create your CCV account, we ask you for the name of the institution with which you are affiliated. To respond, you are directed to a list where the University of Manitoba is listed under 'T' for 'The'.

### I can't see or OPEN any of the PDFs attached to the GMS portfolio page.

Check your browser to make sure that your pop-up blocker is disabled.

### How do my Supervisor and Department Head consent to my application?

There is a special GMS guide for Supervisors and Department Heads. If you have not already done so, please email this guide (or the link to this guide) to your Supervisor and your Department.

You should also review the Completing your GMS Master's Studentship Application section of the *GMS Master's Studentship User Guide*, available within the GMS.

### Grade Point Average (GPA)

Applications submitted through the Research Manitoba GMS require the identification of an applicant's Grade Point Average from the last 60 credit hours (the equivalent of the last full two years of study).

For Canadian and American transcripts, see: [Calculating Canadian / US GPA's](#) and the [Canadian GPA Equivalency Table](#).

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**If your institution is not found in the listing, please contact the University of Manitoba's Faculty of Graduate Studies for assistance.**

### I still have questions.

Please contact the Research Manitoba Help Desk at [helpdesk@researchmb.ca](mailto:helpdesk@researchmb.ca).

(staffed from 8:30 am – 4:30 pm, Monday to Friday)